

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children & Families		9. Position No. K0225424	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) PPS/APS Special Investigator I				
3. Division Integrated Service Delivery – West Region		12. Proposed Class Title				
4. Section Prevention & Protection Services	For  Use  By  Personnel  Office	13. Allocation				Position Number
5. Unit Adult Protective Services		14. Effective Date				
6. Location (address where employee works)  City: Garden City County :Finney		15. By	Approved			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:					

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

**Name:**

**Cindy Bowen**

**Title**

**Adult Protective Services Supervisor**

**Position Number:**

**K0073108**

Who evaluates the work of an incumbent in this position?

**Name :**

**Cindy Bowen**

**Title**

**Adult Protective Service Supervisor**

**Position Number**

**K0073108**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

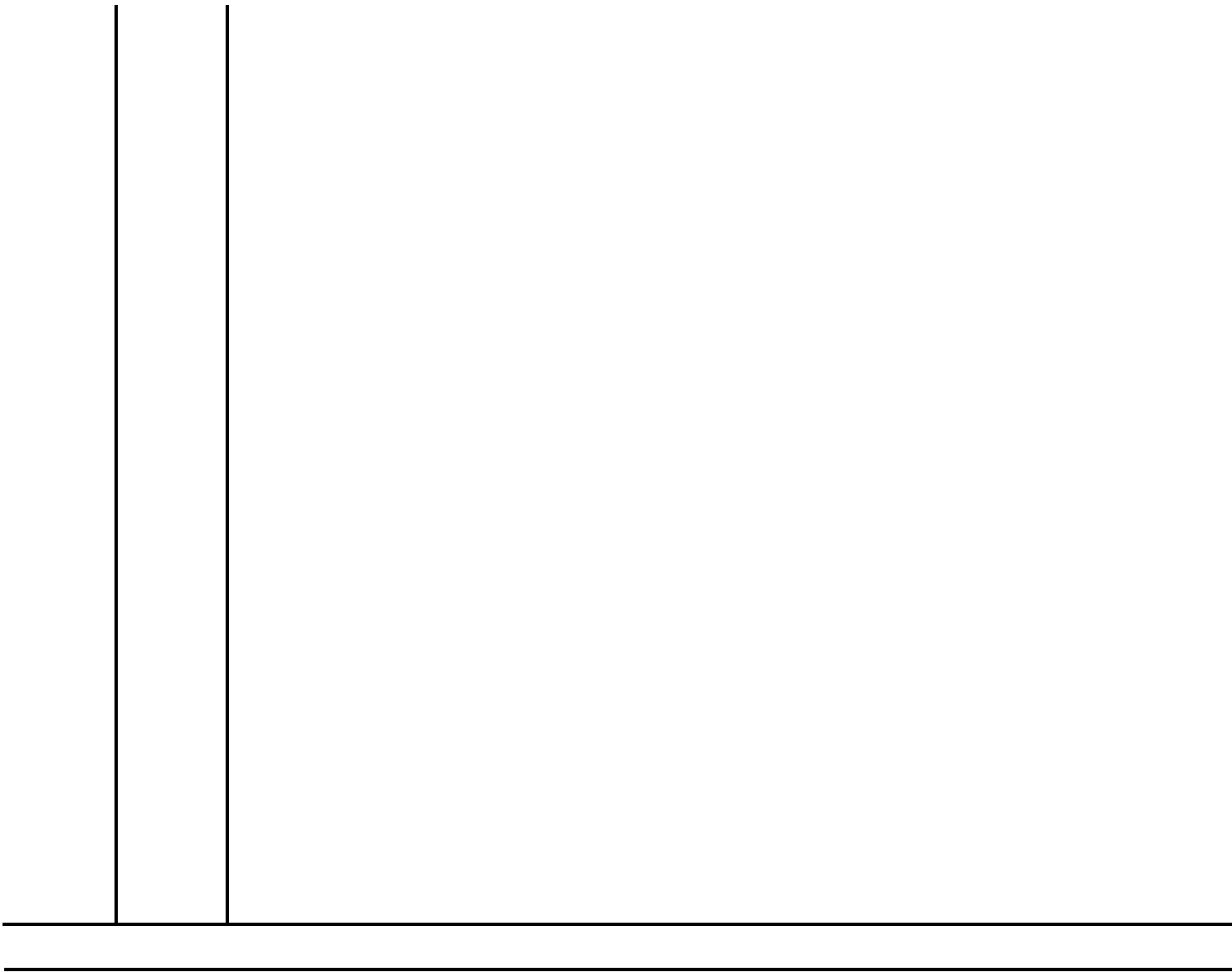
The cases assigned to the Special Investigator range in complexity from simple to complex in nature. The Special investigator exercises independent judgment in the investigation of assigned cases and in coordination with the Adult Protective Services Social Work Specialist. Work is controlled by routine

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision, and Guiding Principles of the agency to peers, customer, and public. Identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency. Understand and provide excellent customer service by internally and externally, serve as a positive role model, and work cooperatively with peers, staff, customers, community partners and the general public.
1 .40%	E	<p><b><u>1.COORDINATION OF ABUSE/NEGLECT/EXPLOITATION REFERRALS</u></b></p> <ul style="list-style-type: none"> <li>*Receives assignment of tasks from APS Social Worker assigned investigation of vulnerable adults who are suspected of being abused, neglected, exploited, and/or victims of fiduciary abuse as defined by K.S.A. 39-1430 (a)(b)(c)(d) &amp; (e).</li> <li>*Confers and shares results of completed work with the APS social work specialist and APS supervisor to assist in making case finding decisions.</li> <li>*Enters results of case work completed into the Kansas Intake/Investigation Protection System (KIPS) within required timeframes as defined by agency policy/procedure.</li> <li>*Assists agency attorney in preparing for administrative appeal hearings.</li> </ul>
2 .40%	E	<p><b><u>2.SPECIAL INVESTIGATIONS</u></b></p> <ul style="list-style-type: none"> <li>* Conducts interviews of alleged perpetrators. Obtains written consent from the involved adult to conduct interviews of collateral witnesses, family members, and community providers and obtains documentary evidence.</li> <li>*Obtains written consent from the involved adult to complete referrals to community services.</li> <li>*Completes referrals to needed community resources and follow up on referrals.</li> <li>*Confers and shares results of completed work with the APS social work specialist and/or APS supervisor to determine if the involved adult is safe. Every action taken must balance the duty to protect the safety of the involved adult with the adult's right to self-determination.</li> <li>*Analyzes preliminary data to develop investigative strategies.</li> <li>*Analyzes investigative findings and completes an investigative report within established policy or direction. The report may outline investigative findings and provide recommendations for further action.</li> <li>*Under the supervision of DCF, assist various law enforcement agencies with joint investigations while complying with agency regulations and Kansas Statutes.</li> <li>*Provides information to APS Social Worker and agency attorney for assessment of the need for appointment of a guardian/conservator.</li> <li>*Testifies at administrative hearings, guardian/conservatorship hearings, and criminal hearings.</li> <li>*Compiles periodic statistical reports concerning Special Investigations.</li> </ul>
3. 15%	E	<p><b><u>3.SPECIAL TASKS ASSIGNED</u></b></p> <ul style="list-style-type: none"> <li>*Maintain contact with agency staff, involved adults, prosecuting attorneys, law enforcement, collateral witnesses, community providers, and members of the public during the course of completing assigned tasks.</li> <li>*May be assigned to participate individually or as a member of a team on APS workgroups and/or agency workgroups.</li> </ul>
4. 5%	E	<p><b><u>4.OTHER</u></b></p> <ul style="list-style-type: none"> <li>*Other duties as assigned by the APS supervisor, APS social work specialist, APS Assistant Program Administrator, APS Program Manager, Assistant Regional Director, or Regional Director.</li> </ul>



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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( X ) Loss of life, disruption of operations of a major agency.

Please give examples.

Assists APS Social Worker with investigations alleging abuse, neglect, and/or exploitation of vulnerable adults per Kansas statutes and agency policy. Without this investigation the vulnerable adult could be at risk of harm from the allegations and may be in need of protective services/community services.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Numerous contacts are required with involved adults, customers, agency personnel, law enforcement, prosecutors, and the courts.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Discomforts and hazard exist due to weather conditions, lightning, and temperature extremes. Facing dangerous and hostile clients. Threats to health and safety exist.

Entering homes and other environments that may be dirty, cluttered, possibly infested with bugs and rodents and/or offensive odors.

The normal risk of traveling on Kansas highways would occur on occasions where travel is required.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer with state access for state data systems, internet and e-mail, fax machine, scanner, copies, calculator , state cars, digital camera, cell phone and office telephone used daily.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – High school diploma or equivalent and one year investigating and fact finding.

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Education or Training - special or professional

Education in communications, psychology, social work, public or business administration, criminal justice or law may be substituted for experience as determined relevant by the agency.

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Licenses, certificates and registrations

Valid Driver's License

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Special knowledge, skills and abilities

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Experience - length in years and kind

Experience in field investigative work as a law enforcement officer, social worker, corrections/parole officer or special/private investigator.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or  
Appointing Authority

Date